

## **CITY HALL REMODEL PROPOSAL INSTRUCTIONS**

The City of Simonton, TX is accepting proposals for City Hall remodeling project. Copies of the proposal specifications may be obtained from the Simonton City Website at [simontontexas.gov](http://simontontexas.gov) or by emailing the City Secretary at [citysecretary@simontontexas.gov](mailto:citysecretary@simontontexas.gov).

Proposals must be submitted to the City Secretary by January 13, 2016 by 4:00 p.m.. Proposals received after 4:00 p.m. that day will not be accepted.

The proposals will be reviewed by city council on January 19, 2016 at 6:30 p.m. in the City Hall councilmember's chamber located at 35011 FM 1093, Simonton, Texas 77476.

All responses should address the specifications listed in Exhibit A. Exceptions or alternative substitutions to the specifications must be typewritten on a separate piece of paper and attached to the proposal. Each exception or alternative substitution must be referenced by either page number, section, or subject the item for which the exception or alternative substitution is being made. Pricing quotes must be shown on that page for each exception or substitution.

The City of Simonton reserves the right to reject any and all proposals, to waive irregularities, and to accept the proposal deemed most advantageous to the City.

Questions regarding the specifications should be directed to Shelley Elliott by calling (281) 533-9809 or by directing email inquiries to [citysecretary@simontontexas.gov](mailto:citysecretary@simontontexas.gov). Email is preferred.

## CONTRACT FOR SIMONTON CITY HALL REMODEL

THE STATE OF TEXAS

COUNTY OF FORT BEND

This Contract is made and entered into, as of the date of execution hereof, by and between the City of Simonton, a municipal corporation located in Fort Bend County, Texas (hereinafter referred to as "City"), and \_\_\_\_\_,

a (sole proprietorship, corporation, partnership, having its principal offices located at \_\_\_\_\_, Texas (hereinafter referred to as "Contractor."

In consideration of the mutual benefits to be derived hereunder, the parties hereto agree as follows:

1. Contractor agrees to provide sufficient personnel, supervision, equipment, supplies, and materials to perform the project duties described in Exhibit "A" attached hereto.
2. Contractor agrees to indemnify, defend, and hold City harmless from and against any and all claims, suits, and liability based upon any damage to or destruction of any property or injury to any person or persons, including death, arising out of or attributable to the performance or nonperformance of Contractor hereunder.
3. Contractor shall furnish evidence of and keep in force during the term of this Contract the following insurance coverages in the minimum amounts stated.

\* General liability: Bodily injury - \$500,000 per occurrence - \$1,000,000 per incident

\*Property damage - \$250,000

\*In addition to the foregoing, Contractor shall maintain statutory Workers' Compensation Insurance for all of its employees.

4. City agrees to pay to Contractor the sum of \$\_\_\_\_\_ for the services to be performed hereunder. Payment shall be due and payable as set forth in Exhibit "B" attached hereto and for all things made a part hereof.

5. Contractor agrees to observe and comply with all federal, state, and local laws, safety and health regulations, and all ordinances and regulations which in any manner affect the conduct of the work.

6. Contractor agrees to accept full responsibility for any and all damages, including damage to City rights-of-way, as a result of its operations and to promptly repair any such damage.

7. Contractor agrees to commence the work described in Exhibit "A" hereto within \_\_\_\_\_ days and complete the work within \_\_\_\_\_ calendar days following the effective date hereof.

8. Pursuant to the requirements of the Chapter 176 of the Texas Local Government Code, Contractor shall fully complete and file with the City Secretary a Conflict of Interest Questionnaire (CIQ Form).

9. This Agreement is for sole benefit of the City and Contractor, and no provision of this Agreement shall be interpreted to grant or convey to any other person any benefits or rights.

10. Venue for any legal actions arising out of this Agreement shall lie exclusively in the federal and state courts of Fort Bend County, Texas.

EXECUTED in duplicate originals this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CONTRACTOR:

CITY OF SIMONTON, TEXAS

\_\_\_\_\_

Mayor

Note: Performance Bonds required on all Public Works projects over \$100,000.00; Payment Bonds required on projects over \$50,000.00

For work less than \$50,000, accounts are payable by the City only upon completion and acceptance by the City.

## Proposal Form

Proposer's Name:

Address:

Phone:

Email:

I have received, read and understand all pages of the conditions and specifications. I will abide by all areas of the contract documents, and I am a legal agent of the above named company, authorized to sign this proposal.

Affiant further states that Proposer has not paid, given, or donated or agreed to pay, give or donate to any officer or employee of the City of Simonton any money or other thing of value, either directly or indirectly, in procuring the contract.

Authorized Officer/Owner:

Title:

Name of Company Contact:

## Exhibit A

### I. Scope of Work

Provide the normal professional architectural services required for the Simonton City Hall remodel defined as:

DESCRIPTION	PRICE
<b><u>Foyer Entry:</u></b>	
*Build Clerk Window Opening For: Cashier's & Blue Prints Drop Box (44" x 60" Approximately)	
*Build Double Counter From Outside (Code 88)	
*Build Desk Cabinet From the Inside Counter Area	
*Install Frame Opening for Metal Door to Close Off Existing Office Areas	
*Install Metal Door w/Safe Glass Transom	
*Install Key Pad Lock for Privacy Access Area	
<b><u>Secure Doors:</u></b>	
*Install Solid Core Door on Council Chamber (Inside to Hallway)	
*Install Solid Core Door in Lunch Room to Fire Station Access	
*Install Solid Core Double Door on Council Chamber's Room Entrance (2' x 6' Double Doors)	
<b><u>City Secretary Office Room:</u></b>	
*Remove Sliding Glass Doors on Existing Counter	
*Install Tempered Solid Glass Window w/City Seal Logo (48" Height/ Window Dimension: (50"x 33"))	
*Remove Existing Cabinets & Existing Counter	
<b><u>Interior Doors:</u></b>	
*Remove all Interior Flat Doors	
*Install all New 6 Panel Interior Doors Approximately (11 Doors: 3' x 6') (Optional: Paint Grade or Staining of Doors)	
<b><u>Exterior:</u></b>	
*Install Exterior Metal Frame & Door for Emergency Exit (3' x 6')	
*Install 2 Safe Panic Bars on Exterior Door Exits	
<b><u>Tile Work:</u></b>	
*Install Less Expensive Tile Floors on: (Entry Foyer, Hallway to Council Chamber, & Two Existing Offices)	

<b><u>Exterior Door</u></b>	
*Install metal exterior door back of building	
<b><u>Restrooms:</u></b>	
*Install Two 88 Toilets (According to City Code)	
*Install Two Handy Cap Bars on Toilet Walls	
<b><u>Optional:</u></b>	
<u>*Install Carpet on Offices &amp; Tile on Public Areas</u>	
<b><u>Exterior Suggestion:</u></b>	
*Install (24”H) Metal Sheets on Bottom of the Metal Building In Order to:	
(Re-Enforce Existing Damaged Metal Walls Around the Building)	

Exhibit B

**Payment shall be due and payable:**

**Beginning:** 50% to begin the project

**Final:** 50% when the project is finished